

Strategies for Success Requirements

Strategies for Success Description

We designed Strategies for Success (SFS) to help participants succeed in life and work. Services focus on an individual's;

- Development,
- Understanding of their behaviors and attitudes;
- Relationships with others,
- Work environment and personal life.

SFS Structure

Participants must engage in a minimum of 96 hours of SFS activities outlined in the following sections. This includes:

1. Using on-line, instructional, and homework formats. Do not allocate more than thirty percent of the hours to an on-line or homework format.
2. Giving participants the opportunity to engage in direct activities with employers and colleges.
3. Using eJAS component (SL) to accurately reflect the number of hours a participant engages in their weekly activities.

Curriculum Requirements

The following five categories must be included in the design of SFS training:

1. **Work Concepts**
Objective: Preparing for work, a career, and life
2. **Health & Well Being**
Objective: Work, life, personal wellness, and balance
3. **Communication**
Objective: Knowing your audiences and communication styles
4. **Personal Strength Builders**
Objective: What you do best, personal development
5. **Community Engagement**
Objective: The process by which you connect to your community and individuals. Building ongoing, permanent relationships for the purpose of applying a collective vision for the benefit of a community – building awareness, personal involvement and civic responsibility.

If you offer an internal SFS course, you must provide a copy of the course outline and plan to the RISE team for approval and recommendations. Submit the plan to RISE@dshs.wa.gov. This ensures program integrity. Programs need to include the five competency areas listed below. Services cannot be implemented without approval.

Work Concepts

The World of Work	Career exploration, what to expect as a working professional (include career ladders, career progression, addressing navigating seasonal employment, conviction history, etc.)
Introduction to Basic Computers	Navigating computers, using a keyboard and mouse, internet, and email
Fundamentals of Good Customer Service	The foundation for every job
Packaging Your Professional Self for Success	Includes resume, interview, local labor market, 60-second commercial, public image - appropriate attire, looking for work, and work readiness. The skills you need to be successful in the workplace
Planning for the Unexpected	How to manage when life interrupts work
Developing Good Work Habits	Organizing yourself to optimize productivity and work satisfaction
Trauma vs. Drama	Understanding the difference, your triggers and self-management in the workplace
Teamwork/Team Building	Working collaboratively with others to achieve better results
Details Matter	Paying attention to the little things to provide quality products and services
Telling your Story	Understanding how to frame your work history, or lack of, talking transferable skills
Having The Complete Edge in the Workplace	Skills and training CTC programs, WIOA opportunities, BFET, apprenticeships, work-based learning, etc.
Multitasking	Staying organized managing multiple tasks at once
Making Good Decisions	Weighing risks and impacts
Closing the Deal	Confidence, competence, and fit
What Employers Want	Attendance/Attitude/Ability/Accountability/Adaptability
Roadmap for Success	Career, life, and family goals and milestones
Diversity in the Workplace	Understanding and appreciating different work styles workers

Health & Wellbeing

Feeding Your Inner Professional	Caring for yourself first (wellness) to be more effective in life
Community Resource Presentations	Safety net in times of influx, change, and crisis
Healthy Choices	Relationships, financial decisions, family, and employment
Problem Solving & Asking Questions for Clarity	Tools and tips for getting to the root cause
Stress Management & Self Awareness	Knowing how to detect stress, prevent it, and deal with it
Social Readiness	Measuring boundaries, navigating transition, and understanding roles
Building Your Network	Support system for professional/employment, family, and personal development
Goal Setting and Action Planning	Career, family, vacation, home, wealth – financial literacy; planning steps to meeting personal goals
Is a Career Coach and/or Mentor Right for Me?	Someone to keep us on track
Living a Life of Integrity and Purpose	The quality of being honest with yourself and others, and living a life that is aligned with your morals principles, not just liberty. Examining your belief system, and taking conscious steps to behave in ways that are consistent with your personal moral code.

Communication

Crucial Conversations	Conflict resolution, emotional control
Verbal and Non- Verbal Cues and Etiquette	Communication roles in the workplace, at home, family, and surrounding environments; decoding and understanding the difference cues and styles
Effective Listening Skills of effectiveness on the job	Interpersonal communication, principles to improve your communication and the impact
Presentation Skills	Verbal and visual
Basic Writing Skills	Preparing appropriate documents – rules and formats to follow, learn to write clear sentences and compose personal and/or business letters; fundamentals including grammar, structure, voice, style, and vocabulary
Phone & Email Etiquette	Being mindful of the communication medium, leaving a great impression, knowing when to pick up the phone; identifying the appropriate tool and when to use it – phone or email
Using Social Media to Market Yourself – the do's and don'ts	How to navigate, norms and accepted use, career advancement or increase your own market value and network

Personal Strength Builders

Personal Effectiveness	Including Resiliency, Self-Efficacy, and Emotional Intelligence
Education and Training Preparedness	Study skills & resources – Overview of learning techniques, avoiding plagiarism, practical strategies, study guides, improving reading skills, making the most of lectures, note taking, organizing your time, revision and exam skills, thought mapping, and learning outcomes to support your studies
Presenting Yourself	Including appropriate work attire – Making a good impression, planning preparation, eye contact, voice control, effective verbal and non-verbal cues; attire guidelines which reflect the work environment and position

Time Management	Reliability and dependability tools and tips that will help you achieve more and be more effective; the act or process of planning and exercising conscious control over the amount of time spent on specific activities
Health Attitudes and Motivators for Success	Beliefs, values, behaviors, and motivations; Identify how people think and feel, belief in themselves, attitude toward life
Financial Literacy - Resources to help, money management	The ability to understand how money works in the world: how you manage to earn or make money, how you manage money, how to invest, and donate to others
Flexibility and Adaptability – learning ways to move with the shifting tides	Being new and open to ideas and concepts, working independently or as a part of a team; how be become agile and comfortable with change
Practicing New Habits for Success – keeping the momentum –	The science behind habit formation and how to change oneself – becomes a necessity, repeated actions: Three R’s of habit change: Reminder, Routine, and Reward
Overcoming Fear – of success, failure, etc.	The result of deliberate intention and conscious action towards doing things that scare you; learn how to acknowledge, confront, and take ownership of the fear to keep it from holding you back.
Situation Management	Knowing what is happening and how to respond
The 3 C’s	Challenges, Choices, and Consequences
Behavior Modification	Change techniques to increase or decrease the frequency of behaviors, such as altering your behaviors and reactions to stimuli through positive and negative reinforcement of adaptive behavior and/or the reduction OF?
Personal Integrity	The quality of being honest with yourself and others, and living a life aligned with your moral principles, not just liberty. Examining your beliefs and value system, and taking conscious steps to behave in ways consistent with your personal moral code

Community Engagement

Cultural Competencies	The ability to interact effectively with people of different cultures and socioeconomic backgrounds
Giving Back	Making a difference in your world by volunteering and giving back to your community; resulting in a better place to live and work
Sensitivity	Responsiveness to emotional feelings; either physical or emotional
Civic Engagement & Responsibility	Political activity, membership, and volunteering in civil society organizations
New Social Engagement	Participation in collective activities
Community Engagement	The process of how community organizations and individuals build ongoing, permanent relationships for the purpose of applying a collective vision for the benefit for a community
Citizenship	Rights and responsibilities that all citizens – both Americans by birth and by choice – should exercise, honor, and respect